



Balcones Heights Police Department

3300 Hillcrest Drive, Balcones Heights, Tx. 78201

210-735-6244 Phone / 210-735-4954 Fax

BALCONES HEIGHTS POLICE DEPARTMENT SUPPLEMENTARY PROPERTY LOSS REPORT								Case Number:	
Offense:				Location of Offense:					
Date(s) of Occurrence:				Time of Occurrence:				Date of Report:	
Reporting Officer:				Report Received By:				Date Received:	
Investigator Assigned:									
Please read instructions on next page before completing this form									
Victim or name and type of business:									
Residence Address:								Residence Phone:	
Business Address:								Business Phone:	
I am aware of the fact that it is unlawful to make a false report to a police officer. I affirm that the information below is true and I wish to assist in the prosecution of any person(s) responsible for the offense described above. I understand this data may be computerized in local, state and national files.									
		Was this article listed on the initial offense report?							
Qty	Article	Yes	No	Unknown	Brand	Serial Number	Model number	Miscellaneous Description	Current Value
Signature of person reporting:						Relationship:		Date:	



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COMPLETION INSTRUCTIONS

Your case will be assigned to an Investigator for follow-up investigation based upon specific facts obtained during the initial investigation. Studies have shown that the presence of these facts can predict whether a detailed follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property, in a manner that is cost effective to you, the taxpayer. It is impossible for Investigators to personally discuss each and every case with all crime victims. An Investigator will not routinely contact you unless the Investigator requires additional information.

TO REPORT ADDITIONAL INFORMATION

If you have additional specific facts to provide which might assist in the investigation of your case, please contact the criminal investigations division Monday through Friday between 8:00 a.m. and 4:00 p.m. If an Investigator is not available when you call, please leave a message and include the telephone number where you can be reached.

INSTRUCTIONS FOR COMPLETING THE FORM

1. Print legibly using a No. 2 pencil or black ink or type. Stay within the columns. If a column does not apply leave it blank.
2. Item description:
 - a. Quantity - Enter the number of identical articles.
 - b. Article - List each article separately, unless identical, for example: TV, watch, etc. List only stolen property.
 - c. Indicate by placing a check mark in column if the article was listed by the officer on the initial report.
 - d. Brand - Make of the article, for example: RCA, Timex, GE, etc.
 - e. Serial Number - This is the most important information for purposes of identification and recovery.
 - f. Model Number - See literature provided by manufacture of dealer for this information. **DO NOT CONFUSE THIS WITH A SERIAL NUMBER.**
 - g. Miscellaneous description - Describe thoroughly, including all identifiable marks, such as owner applied number, burns or inscriptions. State type of material and conditions, such as new and oak. If more space is needed, use next line.
 - h. Current value - Use fair market. Do not list original value of a used item. Antiques should be listed at their appraisal, but coins at face value only. Foreign coins have no value for the purpose of this report. Value listed on this report does not necessarily represent the insured or replacement value.
3. Date and sign your name in the space provided on the front of this report. If you are not the complainant, give your relationship to the complainant, for example: neighbor, friend, parent, etc.

SUBMITTING THE REPORT

Mail, Fax or deliver the completed report to Balcones Heights Police Department; 3300 Hillcrest Dr.; Balcones Heights, TX 78201 Fax: 210-735-4954